

Course Title: Fundamentals of Government and Public Administration
Course Number: 8900500
Course Credit: Semester

Course Description:

This course is designed to provide instruction that explores the tasks, training, education and physical requirements of occupations in the Government and Public Administration career cluster. The content is constructed to develop competencies in the areas of graphic tools and techniques; functions and forms of government and public administration and the mechanics of developing and implementing policy and law.

CTE Standards and Benchmarks	
01.0	Apply concepts of geography used in government and public administration – the student will be able to:
01.01	Identify graphic tools and technologies used in government and public administration occupations.
01.02	Locate places and regions using maps and globes.
01.03	Create maps and graphs to display geographic information.
02.0	Describe the functions of government and public administration – the student will be able to:
02.01	Discuss the various forms of governance.
02.02	Define the concepts of authority, rights, and responsibility in government and public administration.
03.0	Describe communication formats used to facilitate the exchange of ideas in government and public administration – the student will be able to:
03.01	Identify public issues at the local, state and national levels.
03.02	Debate a public issue of importance to your community
03.03	Debate a public issue impacting the state and/or nation.
03.04	Make a presentation explaining the impact of a national public issue on your local community.
03.05	Conduct an interview on a state public issue
04.0	Discuss the governmental policy making process – the student will be able to:
04.01	Explain the difference between the legislative branch and executive branch of government.
04.02	Explain the role of the legislature.

CTE Standards and Benchmarks

04.03 Explain the role of congress.

04.04 Discuss how bills become laws.

04.05 Identify organizations that engage in the political process.

04.06 Develop a public policy and explain the benefits to the community

05.0 Discuss the importance of health, safety and environmental management systems in government and public administration – the student will be able to:

05.01 Identify possible risk of injury/illness in the workplace.

05.02 Identify safety signs and symbols.

05.03 Create and present a solution to address risk of injury/illness in the workplace.

05.04 Identify hazards in the workplace.

05.05 Identify the government agencies responsible for providing a safe workplace.

05.06 Create a presentation for employees on preparedness for a safe environment.

06.0 Develop and present persuasive arguments on political and/or social topics – The student will be able to:

06.01 Identify differing political or social perspectives on a public policy impacting the local community.

06.02 Research and present a perspective on a policy

06.03 Debate a public policy.

07.0 Manage leadership and communication skills. – The student will be able to:

07.01 Compare the characteristics and responsibilities of organizational leaders.

07.02 Demonstrate parliamentary procedure skills during a meeting.

07.03 Participate on a committee which has an assigned task and report to the class.

07.04 Demonstrate effective communication skills through delivery of a speech or conducting a demonstration.

07.05 Use a computer to assist in the completion of a project.

08.0 Demonstrate good work habits, and career planning – The student will be able to:

08.01 Identify attitudes and habits necessary to achieve career success.

CTE Standards and Benchmarks

08.02 Describe personality aspects to consider when choosing a career.

08.03 Identify the basic steps in career planning.

08.04 Identify and research careers within a specific area of government or public administration.

09.0 Integrate the use of science, mathematics, reading, geography, history, writing, and communication – The student will be able to:

09.01 Apply basic mathematics operations to solve problems.

09.02 Correctly use measuring devices and utilize measurements.

09.03 Prepare written and/or oral materials using correct English grammar.

09.04 Identify the main idea in oral presentations and/or written materials.

09.05 Locate, organize, and interpret information from a variety of sources.

09.06 Describe the historical evolution of government and public administration.

10.0 Identify components of network systems – the student will be able to:

10.01 Identify structure to access internet, including hardware and software components.

10.02 Identify and configure user customization features in web browsers, including preferences, caching, and cookies.

10.03 Recognize essential database concepts.

10.04 Define and use additional networking and internet services.

11.0 Describe and use communication features of information technology – the student will be able to:

11.01 Define important internet communications protocols and their roles in delivering basic Internet services.

11.02 Identify basic principles of the Domain Name System (DNS).

11.03 Identify security issues related to Internet clients.